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CUMENTS

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ROBERT L. WOODAHL  
ATTORNEY GENERAL

LAW ENFORCEMENT ACADEMY  
ROOM 400 — COLTER HALL  
MONTANA STATE UNIVERSITY  
BOZEMAN, MONTANA 59715

September 2, 1976

Charlotte LeVasseur  
Reference Department  
Montana State Library  
930 East Lyndale Avenue  
Helena, MT  
59601

Dear Ms. LeVasseur:

In reference to your memorandum of August 31, 1976, concerning the odapter effect associated with speed guns, please be advised that the term "odapter effect" is completely unknown to any of the LEAB Staff, and is not indicated in any of our reference materials. It could be that the person requesting the information is inquiring about the effects of grip adapters and/or other devices which modify the size or shape of handgun grips. If so, Fast and Fancy Revolver Shooting by Ed McGivern (of Montana) is one source (Follett Publishing Company, 1975, Library of Congress Catalog Card Number 39-32491). You might also refer the individual to us for more information.

I have enclosed a listing of the source materials, books, films and magazines included in the Susan Jaeger Memorial Library at the Academy. These materials are available on loan to any peace officer in the State, and we would be pleased to make the library available to your clients through your agency.

I hope this has been of some assistance to you. If you are interested in the Susan Jaeger Memorial Library, or if I can be of further assistance, please don't hesitate to contact me.

Sincerely,

LARRY L. LYTHE, CHIEF

*William F. Heinecke*

William F. Heinecke,  
Assistant Chief

WFH/ds  
enc.



## SUSAN JAEGER MEMORIAL LIBRARY

The Susan Jaeger Memorial Library is now in operation and we are ready to fill request for books, magazines, films, and video cassettes. This library may be utilized by all law enforcement agencies within the state.

Our library is small, as can be seen by the attached list, but it is growing steadily. With your cooperation in following the policies set forth, the L.E.A.B. will be able to continue this service indefinitely. Please read the following policies carefully.

### BOOKS

1. On the enclosed lists, you will find a complete list of books at the Academy. For each book, we have shown the title, author, number of pages, and a brief description of the book.
2. Because our library is so small at this time, a maximum of two books may be checked out at one time.
3. You will be allowed to keep books for two weeks. If you finish with the books before the due date, please return them at that time.
4. When requesting books, please write down the title AND the author of the book. The author is necessary as many books have similar titles.
5. Books will be sent to you in padded mailers. Please REUSE these mailers when returning the books to the Academy.
6. If a requested book has already been checked out, your name will be put on the waiting list and you will be notified of the delay.

### MAGAZINES

1. On the attached list, you will find a complete list of magazines available at the Academy. We have the following magazines available; Police Chief, Law & Order, and the F.B.I. Bulletin. Each magazine is listed along with the major article titles appearing in that issue.
2. A maximum of two magazines may be checked out at one time.
3. You may keep magazines for two weeks. Please return magazines if you finish with them before the due date.
4. When requesting a magazine, please write down the title, month, and the year.
5. Magazines will be put in a binder. Please leave the magazine in the binder while reading it for protection of the cover. Mailers in which the magazines arrive ARE reusable.
6. If a requested magazine has already been checked out, your name will be put on the waiting list and you will be notified of the delay.

7. We have attempted to make available complete issues of each magazine dating from 1970 to the present. Though we have a fairly complete supply, we are still missing several issues. If you have any of the following issues and would be willing to donate them to the Academy, we would be most appreciative. The list is as follows:

LAW & ORDER

<u>1971</u>	<u>1972</u>	<u>1973</u>		<u>1974</u>
1. April	1. Feb.	1. Jan.	5. Aug.	1. April
2. Nov.	2. March	2. March	6. Nov.	2. Sept.
	3. April	3. May	7. Dec.	
	4. Oct.	4. June		

POLICE CHIEF

<u>1970</u>	<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1975</u>	<u>1976</u>
1. Jan.	1. Jan.	1. Jan.	1. Jan.	1. July	1. Jan.
2. March	2. Feb.	2. Oct.			
3. Aug.	3. May				
4. Sept.	4. July				
	5. Aug.				

FBI BULLETIN

<u>1970</u>	<u>1971</u>	<u>1972</u>		<u>1973</u>	<u>1975</u>	<u>1976</u>
All	1. Jan.	5. June	1. Jan.	4. July	1. Jan.	All
Copies	2. Feb.	6. Oct.	2. April	5. Oct.	2. Feb.	Copies
Needed	3. March	7. Dec.	3. May	6. Dec.	3. March	Needed
	4. May					

FAILING TO RETURN BOOKS & MAGAZINES ON TIME.

1. When a book or magazine is checked out, it will be checked out to the department from which the individual is from. Therefore, the department will be held responsible for the book or magazine.
2. A grace period of two days will be granted for return of books and magazines. If it is not returned by that time, a blanket charge of \$2.50 will be charged to the department. If the book or magazine has not been returned within a week after the due date, the department will be charged double the price of the book, or \$5.00 per magazine. We are forced to charge these fines as we are unable to obtain duplicate copies of the magazines and many books are out of print and unobtainable.
3. Books and magazines are renewable, only once though, so keep your eye on the due date. If you will need the book or magazine past the due date, feel free to call us and renew it.
4. If you notice that your book or magazine is overdue by only a day or two, please call and let us know that it is in the mail so that we do not charge you. The L.E.A.B. phone number is 994-3918.

5. DAMAGED books and magazines will result in a bill to your department which will cover the repair or replacement. If the book or magazine needs to be replaced, you will be charged the same as if it is lost; double the price of a book, or \$5.00 per magazine. If an article is desireable in a magazine, please photocopy it, cutting or ripping out pages will result in a replacement charge.

#### FILMS

The sending out of films is not new, the L.E.A.B. has been supplying films to law enforcement agencies for several years. The procedure of sending out films will remain basically the same, however, we will state the policies so that there is no question as to the procedure.

1. A list of films available from the L.E.A.B. is listed on the attached sheets. A short description of each film has been supplied so that you know a little about the film before ordering.
2. A maximum of three films may be checked out at a time.
3. You will be able to keep the film for three days. Please return films immediately after this time as there are always waiting lists. If you will be needing the films for longer than three days, please let us know and we will work out some arrangements.
4. If you request a film that has already been sent out, we will put your name on a waiting list and notify you as to the delay.
5. Each film is accompanied by an information sheet which asks for number viewing the films, times film was shown, damage to film, etc. These sheets give us needed information which is used in our annual report, so please, to keep our data accurate, fill out a sheet for each film.
6. Films are expensive and must be handled properly. If a break or damage occurs, please note this on the information sheet so we may fix it immediately.

#### VIDEO CASSETTES

1. It is extremely important that upon arrival of the video cassette equipment that you READ THE DIRECTIONS CAREFULLY AND COMPLETELY. The equipment is very expensive and must be used properly.
2. Recording units will be sent with cassettes. L.E.A.B. recorders and cassettes MUST be used together. Even if your department has a recorder, please use our equipment, unless permission is granted from us in advance.
3. A list of the video cassettes is on the attached sheet. We have supplied a description of each cassette along with the showing time to better acquaint you with them.
4. The cost of use will be return postage. All units will be sent to your department by bus. They must be returned in the same manner.
5. The maximum number of tapes to be used at one time will be six. They will be sent in a case with an enclosed key. Please use this key if the case is to be left unattended at any time.

6. When requesting the tapes, please ask for the title of the tape or tapes. If you would like the whole series of tapes in a certain subject area, please request the subject area title along with the tapes desired. If a desired subject area has more than six tapes, you must decide which six tapes you would like. The remaining tapes can always be viewed through a later request.
7. You will be allowed to keep the unit for one week. Please return them as soon as possible so other departments may use them too. If you need the tapes for a longer period of time, please call us so arrangements can be made.
8. It is necessary that you notify us at least TWO weeks in advance of the date you would like the cassettes. We need this time to reserve equipment and make sure the unit will be available at the time of your request.
9. If a cassette has been sent to another department at the time of your request, you will be put on a waiting list and notified of the delay.
10. If you should receive a cassette tape or recording unit which is damaged, notify the Academy as soon as possible. Each cassette tape costs between \$350.00 and \$500.00 and the recording units are worth \$1800.00 each. If damage occurs to tapes or recording units because of negligence, abuse or carelessness, damage costs or replacement charges will be assessed to the department responsible.

#### FAILURE TO RETURN FILMS OR VIDEO CASSETTES ON TIME

Due to the demand of films and cassettes, it is necessary that all departments cooperate and follow time limits. There will be no fines given for equipment which is returned late. Instead, your department will be given TWO warnings. If the tardiness of returning films and cassettes continues following these two warnings, your department will be removed from our mailing list. This same policy will apply to the abuse of equipment.

#### GENERAL INFORMATION

1. Department will be billed on a quarterly basis should overdue fines or damage charges be accumulated. When ever a fine or damage charge is acquired, we will notify the department.
2. New additions to books, magazines, films, and video cassettes will be listed in the L.E.A.B. Bulletin. It would be wise to keep a card file of new additions so that your list will be constantly updated.

Though small, we are very proud of our library. It has been assembled to aid YOU! Though the rules are many and seemingly strict, if they are followed, the L.E.A.B. will be able to expand in all areas of the library and in doing so will be better able to serve you. Thank you very much for your cooperation. We will be waiting for your requests.

Basic Police Report Writing by Allen Gammage discusses: definitions, purposes, and types of police reports; mechanics of report writing; and reporting police operations. 313 pp.

Baton Techniques and Training by Takayuki Kubota and Paul McCaul provides a basis for the development of skills and techniques for the use of a baton with over 128 separate step by step techniques. 305 pp.

Bombs and Bombings by Thomas Brodie covers equipment, training, and formation of bomb squads. The main emphasis is on disposal of dangerous explosives and bombs and the evidence obtained from them. 183 pp.

Born to Win by Muriel Jaries & D. Jongeward is based on transactional analysis and intends to increase a person's awareness of the real power he has to direct his own life, to make decisions, to develop his own ethical system, to enhance the lives of others, and to understand that he was born to win. 297 pp.

Combat Shooting for Police by Paul Weston tackles the problem of how to shoot when life itself is at stake, with a plan of practice guaranteed to develop top marksmanship in a limited number of weeks of practice. 194 pp.

The Control of Police Discretion: The Danish Experience by Thomas Aaron discusses how the Danes have found an effective system for the control of police discretion through the unique institution of Ombudsman, this book is a report on Ombudsman and how it works. 107 pp.

Criminal Interrogation by Arthur Aubry & Rudolph Caputo presents a rounded and complete picture of the total process of criminal interrogation, particularly in the areas of personality and personality characteristics. 375 pp.

Criminal Investigation: Basic Perspectives by Paul Weston & Ken Wells is a highly detailed development of a modern system of criminal investigation that covers the full responsibilities of investigators and describes the latest methods and techniques available in police science. 291 pp.

The Detection of Counterfeit Currency by the United States Secret Service discusses types of U.S. currency, recognition of counterfeit money, who are the counterfeiters, arrest, vehicle search, and federal laws pertaining to counterfeiting. 11 pp.

Digest of Motor Laws 1970 by the American Automobile Association. 190 pp.

Digest of Motor Laws 1969 by the American Automobile Association. 188 pp.

Driver Behavior by James O'Day is a symposium which dealt with the following goals: compile behavioral research related to motor vehicle use and operation; create public awareness of the research findings through the news media; encourage public acceptance of changes in legal sanctions; and other topics. 319 pp.

Drug Enforcement, edited by Norton Heath, deals with international control program, the coast guard as a drug fighter, assault on amphetamines, narcotics in the mail stream, and other topics. 41 pp.

Drugs and Alcohol by Kenneth Jones is written in "layman's" language and is a complete, thoroughly scientific, and well illustrated report that employs a new approach based on a continuum of drug actions and effects. 132 pp.

Drugs on the College Campus by Helen Nowlis distills a vast amount of information concerning the alienated youth seeking identification, the ambiguous difference between drugs and narcotics, the ability of drugs to produce tolerance, dependence, and behavioral considerations and many more topics. 144pp.

Eye-Witness Identification in Criminal Cases by Patrick Wall shows how to conduct an identification procedure that is reliable and not subject to attack at trial, and how to spot defects in identification procedure. 231 pp.

Field Interrogation by Allen Bristow covers such areas as selection of topics for field interrogation, preliminary conversation, criminal traits, documents, actual interrogation, the search, recording field interrogation, and instituting a field interrogation program. 155 pp.

Forensic Biology for the Law Enforcement Officer by Charles Wilber aims to give detectives, coroners' investigators, sheriffs, lawyers, etc., an understanding of the principles of biology as applied to the needs of law. Such topics as; poisons, gunshot wounds, stabbings, ballistics, homicide, suicide, are covered. 336 pp.

Fraud Investigation Fundamentals for Police by Rush Glick explores the three-sided analogy of false pretenses; trick, device, and embezzlement. A structured approach to each situation is presented giving basic points to be covered in step-by-step process. 336 pp.

Guide to Driver Improvement by the American Association of Motor Vehicle Administrators covers the following areas plus more: organization of a Driver Improvement Section; gathering information about the driver, case reviewing, investigations and examinations, the point system, driver improvement actions, statistic & reports, and psychological reporting. 145 pp.

Homicide Investigation by Lemoyne Snyder deals with the importance and usefulness of "first-at-the-scene" examinations, and explains the manner of the collections, presentation, and transmittal of materials to the laboratory - upon which the final solution is often contingent. Very helpful to men without scientific training who investigate violent deaths. 394 pp.

How to Recognize and Handle Abnormal People by Robert Matthews deals with recognizing and handling abnormal persons, special mental conditions encountered by the police officer, and abnormal group behavior. 68 pp.

How to Teach Police Subjects: Theory and Practice by Leonard Harrison is designed to cover the range of theoretical information and practical techniques on how to teach that are requisites for effective instruction to police subjects. 98 pp.

Inspection Laws Annotated by the National Committee on Uniform Traffic Laws & Ordinances deals with the development & status of state motor vehicle & traffic laws, particularly as they relate to provisions in the Uniform Vehicle Code. 304 pp.

Introduction to Police Science by John Sullivan deals with criminal behavior, criminal law, and the role of the police in modern society, with informative discussions. 307 pp.

Juvenile Justice as a System by Alan Coffey introduces entire system of juvenile justice; presents police in roles of prevention, diversion, and control of delinquency; covers juvenile court in terms of its past, present, and future; and discusses juvenile probation. 152 pp.

Know Your Money by the United States Secret Service shows how to detect counterfeit bills and coins, correct procedure in handling checks, guarding against forgery, and what to do with counterfeit money if found. 20 pp.

The Koga Method: Police Baton Techniques by Robert Koga is a new, practical, effective approach to baton use that will minimize or eliminate most of the damaging criticism about its use. 153 pp.

Locks, Safes and Security by Marc Tobias is prepared specifically for persons in law enforcement who have a need to know and be familiar with the different types of locking and security devices. The author presents detailed information on the basic types of locking mechanisms, their strong and weak points and their applications. 333 pp.

A Manual of Police Report Writing by Frank Patterson and P. Smith is intended to provide instruction in the composition of police narrative writing primarily in terms of the organization and the language of such reports. 78 pp.

Model Rules for Law Enforcement: Search Warrant Execution compiled by the College of Law at Arizona State University governs the conduct of Law Enforcement Officers in serving search warrants and in searching under the authority of a warrant. Standards relating to time limitation, no-knock entry, night time execution, and many others are discussed. 44 pp.

Model Rules for Law Enforcement: Searches, Seizures and Inventories of Motor Vehicles by the College of Law at Arizona State University establishes procedures for searches, seizures, and inventories of motor vehicles. Searches are grouped in terms of common situations in which search opportunities arise. 73 pp.

Model Rules for Law Enforcement: Stop and Frisk compiled at the College of Law at Arizona State University attempts to provide guidance to the officer as to when and how to pursue a mere contact to a formal stop, frisk, and full search of a person. 67 pp.

Model Rules for Law Enforcement: Warrantless Searches of Persons and Places compiled at the College of Law, Arizona State University identifies the particular circumstances under which searches are authorized as well as those under which they are prohibited. 53 pp.

Police Command: Decisions and Discretion by Brian Grosman explores in depth the quality of the Chiefs of Police in Canada. Such topics as the level of enforcement within the community, what constraints operate upon the chief, and to what extent does he use his power. 154 pp.

Police English by Patrick Smith and R. Jones set forth theories and principles which are intended to help the law enforcement agent improve as rapidly as possible his skill in writing police reports. 77pp.

Police Juvenile Enforcement by C.J. Flammang presents the reader with a comprehensive survey of the normal encounters found within the growth and development of the individual, from infancy to the period of young adulthood. 270 pp.

The Police Officer and Criminal Justice by Gene Wright and J. Marlo deals with the importance of the police officer to be thoroughly acquainted with the criminal procedure responsibilities of the entire court system and be able to identify his role in this system. 222 pp.

The Police Officer's Memorandum Book by Charles Kuhn shows how important it is to take notes during an investigation, in this book, Inspector Kuhn tells the police officer how, what, when, where, who, and why. 67 pp.

Police Patrol Techniques and Tactics by Vern Folley deals with the means of improving police patrol services within the municipal police organization. Four major areas are covered; criminal patrol activities, traffic patrol activities, juvenile patrol activities, services and assistance patrol activities. 172 pp.

A Police Records System for the Small Department by Donald Hanna and J. Kleberg is an explanation of the importance of police records, an outline of basic forms, instructions for form completion, and filing procedures. 95 pp.

Police Recruit Training: Stress vs. Non-Stress by Howard Earle seeks to place a controversial issue in a scientific posture and establish in as sound a fashion as possible, who should join the police ranks and how can their qualifications be satisfactorily determined. 228 pp.

Police Telecommunications by Alan Burton was written for the non-technical administrator who is responsible for the establishment and operation of a public safety telecommunications center. 428 pp.

The Police Training Officer by David Hansen and T. Culley discusses the selection of a police training officer, how to handle and select classroom and field programs, and how to write lesson plans, report writings, etc. are discussed. 225pp.

Police Work with Juveniles and the Administration of Juvenile Justice by John Kenney and D. Pursuit interprets the role of the police and other juvenile and community agencies in working with juvenile and preventing delinquency. 432 pp.

Practical Psychology for Police Officers by Martin Riser discusses basic psychological questions and problems of importance to both new and experienced police officers. Topics such as personal stress, counseling, therapy, psychology applied to field situations, and others are discussed. 177 pp.

Preparing Instructional Objectives by Robert Mager makes a start toward describing how to specify objectives, an excellent book for anyone interested in transmitting skills and knowledge to others. 60 pp.

Principles of Accounting by Harry Finney and Herbert Miller.

The Public Safety Communications Officers Procedure Manual by the Associated Public-Safety Communications Officers is intended to furnish a basic operating guide to those inexperienced in the fundamentals of proper communications procedure, and, to provide a reference manual for the veteran operator and for those whose responsibilities include that of the training of others. 120 pp.

Readings on Productivity in Policing edited by Joan Wolfle facilitates discussion on the many important issues which surround the problem of improving police productivity. 149 pp.

The Search for an Effective Police Handgun by Allen Bristow discusses choosing handguns for agencies and for individuals; details of wound ballistics, velocity and shock, and accuracy vs. recoil; and problems of community relations vs. officer protection, internal morale, and cost risk of change. 247 pp.

Student Workbook and Defensive Drivers' Manual by the National Safety Council Driver Improvement Program discusses how to avoid a collision with the vehicle ahead and behind, how to avoid an intersection collision, art of passing and being passed, the "mystery" crash, and how to avoid other common types of collisions. 64 pp.

Techniques for Police Instructors by John Klotter covers many aspects of instructing such as avoiding pitfalls of student-instructor relationships, better results in training, steps in planning a lesson, advantages and disadvantages of various methods, and many more. 169 pp.

Testing Drivers" A Manual for Driver-License Administrators and Examiners by the American Association of Motor Vehicle Administrators covers administration, personnel, examining facilities, vision, knowledge tests, road tests, physical and mental factors other than vision, records and their use, and standards for driver licensing. 141 pp.

Traffic Accident Investigator's Manual for Police by Stannard Baker deals with how to get facts, record facts, and other responsibilities at the scene of an accident. 676 pp.

Training in a Small Department by James Auten discusses current trends in Law Enforcement training and education, management responsibilities to the training function, selection and responsibilities of training officer, determining training needs, types of programs, methods of instruction, lesson plan preparation, and evaluating training programs. 132 pp.

Undercover Operations and Persuasion by Randolph Hicks II shows how interpersonal communication is absolutely crucial to the undercover officer's safety and effectiveness. Application to a large variety of actual problem situations are discussed. 91 pp.

Uniform Vehicle Code: Rules of the Road with Statutory Annotations by the National Committee on Uniform Traffic Laws and Ordinances reflects the evolution and status of state rules of the road and accident laws in effect on December 31, 1966, in the context of a given section, subsection or principle of the Uniform Vehicle Code. 654 pp.

Women in Policing: A Manual by Catherine Milton deals with the following in reference to women in police work: case studies, recruitment, selection, training, promotions, and more. 57 pp.

Your Guide to Photography: A Practical Handbook by Helen Bruce. 311 pp.

Abnormal Psychology by Walter Coville and Timothy Costello discusses nature & scope of abnormal behavior along with its history, causative factors, transient situational personality disorders, psychosomatic disorders, special symptom reactions, organic psychoses, schizophrenic disorders, epilepsy & related states, diagnostic process, therapeutic process, mental hygiene, and much more. 298 pp.

Agency Identifiers by the National Crime Information Center is divided into two sections, one covering law enforcement identifiers, and the other covering criminal justice identifiers. 630 pp.

Allocations of Resources in the Chicago Police Department by the Chicago Police Dept. Operations Research Task Force discusses; systems analysis applied to law enforcement, resource analysis budget as an allocation tool, allocating police patrol resources, police response function, preventative patrol function, demonstration experiment in resource allocation, and Chicago Police Dept. organization. 206 pp.

Classification of Motor Vehicle Traffic by the National Safety Council promotes uniformity and comparability of motor vehicle accident statistics, especially of motor vehicle traffic accident statistics, now being collected in states & cities. 70 pp.

Dealing with Violence by Karl Schonborn aims to enhance our understanding of violent conflict and help police and other peacekeepers develop techniques for handling it, by examining the causes, consequences and control of violence - whether it involves individuals, groups, organizations, communities or nations. A number of case studies are presented plus "humanitarian" and "authoritarian" ways of keeping the peace are analyzed. 354 pp.

Death Investigation by Daniel Myre covers the following topics; investigation of death, crime scene photographs, post-photographic activities, types of death, graves, evidence from the body, autopsy, murder weapons, vehicles, firearms, polygraphs, and crime centers. 170 pp.

Defensive Tactics by the FBI covers safety precautions; basic principles; positions, footwork, personal weapons, and vulnerable areas; defense against common types of attack; wristlocks and armlocks; pertinent police techniques; and disarming techniques. 90 pp.

Drug Abuse: A Manual for Law Enforcement Officers prepared by Smith Kline & French Clinical Staff covers: drug groups subject to abuse; drugs & driving; illegal traffic in dangerous drugs; drug industry security measures; drug law; & a bibliography of films, references, and forms. 63 pp.

Drug Abuse by the California State Dept. of Education contains basic information designed to help teachers instruct about drugs and reinforce human beings against drug abuse. The three major parts are: 1. dangerous substances and the people who become entangled in their use, 2. problem of society in its efforts to control & solve drug abuse, 3. educational problems and guidelines for development of programs of instruction designed to prevent drug abuse by young people. 131 pp

Emergency Care and Transportation of the Sick and Injured by the American Academy of Orthopaedic Surgeons is an excellent illustrated book which covers the following plus more: anatomy; various fractures; shock; bleeding and control of; poisons, stings, & bites; dressings and bandages; specialized rescue; heart attack; emergency childbirth; injuries to the various parts of the body. 304 pp.

Fair Trial and Free Press by the Institute of Judicial Administration discusses the recommendations relating to the: conduct of attorneys in criminal cases; conduct of law enforcement officers, judges, and judicial employees in criminal cases; conduct of judicial proceedings in criminal cases; and the exercise of the contempt power. 265 pp.

Fundamentals of Criminal Investigation by Charles E. O'Hara is a culmination of twenty-five years of practical experience in criminal investigations by the author. The crimes chosen for treatment are either serious or relatively common. The experienced investigator - the policeman, the practicing detective, federal law enforcement agent & the private investigator will find the material indispensable. 389 pp.

Gambling by the Montana Board of Crime Control is divided into three sections: 1. general discussion and conclusions about gambling, its control, and its impact on the criminal justice system 2. research findings concerning the effects of gambling on law enforcement in Nevada 3. Gallup Organization, Inc. public opinion poll of Montana residents concerning legalization of gambling in Montana.

Guidelines for Drug Abuse Prevention Education by the Bureau of Narcotics & Dangerous Drugs discusses; background considerations for drug programs, philosophies of drug abuse education, educational approaches for drug abuse prevention, objectives of drug abuse education, charts, audio visual aids, resource list for drug abuse literature, and supplementary teaching suggestions for grades K-12. 77 pp.

Handbook of Forensic Science by the FBI covers topics such as: services of FBI Identification Division; serology; microscopic analysis; mineralogy; chemical examinations; glass fractures; firearms identification; toolmark identification; metallurgy; explosives; document examination; shoe print and tire tread evidence; sample laboratory report; and many more areas. 131p

Highway Safety policies for Police Executives by the International Association of Chiefs of Police provides a single, current source which the administrator, the supervisor and the operational level employee may consult for guidance and assistance in the establishment and operation of a traffic program.

Instructor Development School: Study Guide is the result of a course conducted by the Law Enforcement Academy Bureau. It is a compiled book of the essays written by the students who attended the school in 1974. Some topics covered are: charting & sketching in law enforcement; building a good case on the intoxicated driver; confidential informants; video tape equipment and its use in law enforcement; and many more. 12 essays

The Jail: Its Operation and Management edited by Nick Pappas discusses: correctional history and philosophy; security procedures; jail climate; supervision of prisoners; discipline; special prisoners; jail administration; jail and community corrections programs; jail planning; legal problems in jail administration; community relations. 224 pp.

The Jail: Its Operation & Management instructor's guide edited by Nick Pappas contains an outline of each chapter from the main text, along with an introduction & questions for discussion. It is not the intent of this book to teach the instructor how to teach, it is assumed he is competent in techniques & material use. 67 pp.

Jail Management, Book #2 Personnel and Fiscal Management by Alice Blumer is a discussion of three types of budgets: line-item, performance, and program. An attempt has been made to explain the merits and limitation of each type of budget. 52 pp.

Jail Management, Book #3, Jail and Community Corrections Programs by Alice Blumer is a guideline for jail administrators who recognize their responsibility to introduce needed programs in their jails or to expand already existing programs. 68 pp.

Jail Management, Book #4, Community Relations by Alice Blumer is a guideline for jail administrators who realize and are willing to accept their responsibility for devoting time, effort and intelligence to interpreting the jail's role to the public and in turn informing the public concerning its responsibilities towards the jail. 35p

Jail Management, Book #5, Legal Problems by Alice Blumer seeks to provide a rational framework through which jail administrators can formulate procedures and policies for their own jails. 44 pp.

Jail Management, Book #6, Jail Planning by Alice Blumer will alert you to the kinds of problems which are encountered during jail planning stages and to the most productive planning techniques. 25p.

Jail Operations, Book #1, Correctional History & Philosophy by Alice Blumer is programmed instruction which includes discussions of mistakes which other men and women have made on the job. 52 pp.

Jail Operations, Book #3, Jail Operations is programmed instruction which will familiarize you with the reasons for following the established procedures and may even be able to suggest improvement in existing systems to your jail administrator. 205 pp.

Jail Operations, Book #3, Jail Climate by Alice Blumer shows how creating a good climate in the jail is perhaps the most critical and difficult duty to perform. There are no set rules, you must depend on your ability to use good person judgment and instinct rather than memorize regulations. 56 pp.

Jail Operations, Book #4, Supervision by Alice Blumer was designed to teach you ways in which you can most effectively manage and control the activities and actions of prisoners in the jail. 143 pp.

Jail Operations, Book #5, Discipline by Alice Blumer was designed to help you recognize what situations require disciplinary action and how to choose the correct disciplinary action when needed. 39 pp.

Jail Operations, Book #6, Special Prisoners by Alice Blumer discusses those prisoners whose physical disabilities or mental condition require special treatment and care and how to recognize and handle these people. 66 pp.

The Law of Evidence by Judge E. Gardner Brownlee covers general definitions, production of evidence, rules of evidence, role of evidence in making decisions, general criminal evidence rules, Montana statutes, and more. 129 pp.

Life Stress and Illness edited by Eric Gunderson examines relationships between stressful life events and various types of illness, including mental illness and heart disease with careful attention given to current concepts of psychosocial stress and disease etiology, and conceptual model for viewing the interrelationships of stress and physiological mechanisms and disease. 264 p.

Manual of Police Records by the FBI recognizes the close relation between adequate records and efficient police administration, this manual is presented in hopes of assisting law enforcement officials seeking to improve their records. 61 pp.

Montana Code of Criminal Procedure of November, 1966 by the Montana Criminal Law Commission discusses general provision, apprehension and investigation, proceedings after arrest, proceedings to commence prosecution, proceedings prior to trial, proceedings at trial, and proceedings after trial. 85 pp.

Montana Criminal Code of 1973, edited by Malcolm McClintick contains Title 94, revised code of Montana, the criminal code of 1973 as amended through the 1974 second regular session of the 43rd Legislative Assembly. 212 pp.

The Montana Justice of the Peace and Police Judge by Judge Gardner Brownlee covers the following topics: judicial image; court structure; operating the court; police courts; handling civil cases; civil instructions; conduct of the trial; evidence; marriage ceremonies; and more.

Montana Retirement Laws for 1967 by the Board of Administration relates to public employees', game wardens', and judges; retirement system plus social security. 64 pp.

Motor Vehicle Code of 1969 by the Montana Highway Patrol.

"...Officer Down, Code Three" by Pierce Brooks discusses how each day a police officer could face a situation where the outcome could be death. In 1974, 132 police officers lost their lives - often needlessly. This book tells police officers how to survive. 266 pp.

Operating Manual by the National Crime Information Center describes the system in detail; lists criteria for entry; thoroughly outlines formats, with step-by-step operating procedures; provides standardized coding for all entries to insure accurate interpretation of records on file. 178 pp.

Pedophilia and Exhibitionism by J.W. Mohr and R.E. Turner explores the nature of two forms of sexual offenses, pedophilia & exhibitionism. All too often the problems of the sexual offender are seen in terms of isolated but highly publicized cases of atrocities with the result that the minor offender tends to be seen as a potential fiend and maniac. 204 pp.

Physical Fitness for Law Enforcement Officers by the FBI covers aspects of fitness, exercise routines, special exercise programs, muscular strength & endurance, nutrition and weight control, and apparatus routines. 62 pp.

Police and Their Opinions by Nelson Watson presents the results of a nationwide poll of police officers seeking their expression of opinion on a variety of questions. The report offers many interesting facts about the participants & gives results of their expressions of opinion. 160 pp.

Police Instructor Course: A Study Guide is the result of a course conducted by the Northwest Traffic Institute. It is a compiled book of the essays written by the students who attended this 1973 school. Some topics covered are; handling & training K-9 dogs for police service, telephone and police public relations, crime scene protection, civil procedure, prevention of suicide, and many more. 23 essays

Police Personnel Administration edited by O. Glenn Stahl discusses organization for police personnel management; jobs and rank; human resource planning; recruitment; selection; promotion; training & education; motivation, effectiveness, & satisfaction; performance appraisal; discipline; employee organizations; and research needs. 257 pp.

The Police Role and Juvenile Delinquency by Richard Kobetz offers policy guidelines for police-juvenile operations and discusses the nature and extent of the delinquency problem in relation to other societal problems, with pertinent measurements of the scope of delinquency. 264 pp.

Police Wife by Pat James & Martha Nelson was written for the police officer's wife, providing her with general understandings of the law enforcement task, methods of gaining support for her husband and creative approaches to those problem areas common in the police family, helping her to appreciate the broad scope of this vital career, to take an honest look at what is involved in the business of being married to a policeman. 119 pp.

Prevention and Control of Mobs and Riots by the FBI covers the following areas; an analysis, characteristics of a riot, crowd and demonstration control, planning & organizing for riot control operations, police operations during a riot, quelling the riot, employment and application of force, protective equipment, riot control formations, counter-measure operations, state national guard assistance to local authorities. 111 pp.

Proposed Montana Criminal Code of 1970 by the MT Criminal Law Commission covers the following topics plus more: general preliminary provisions; justifiable use of force; exoneration; inchoate offenses; offenses against the person, property, public administration & public order. 208 pp.

Psychological Assessment of Patrolman Qualification in Relation to Field Performance: LEAA Project #046 by Melany Baehr and John Furcon discusses the identification and the relation between predictors and specific pattern of exceptional and marginal performance. 246 pp.

Public Speaking on Drug Abuse Prevention by the Bureau of Narcotics & Dangerous Drugs is designed to help law officers speak knowledgeable and effectively on the problems of drug abuse when you are asked to do so. Subjects covered are: knowing your audience, helpful hints for the public speaker, suggested talks. 40 pp.

Radiological Emergency Operations: Instructors Manual by the United States Atomic Commission includes the study of emergency response organization, emergency radiation monitoring theory and applied techniques, radiation safety practices, emergency equipment and procedures, nuclear weapons accident hazards, and legal & public information considerations. A schedule for conducting the entire course in ten days, plus quizzes and tests are included. 219 pp.

Rape Victimology edited by Leroy Schult is the first book to deal authoritatively with the rape victim and her current predicament. With the victim's account of the rape & its aftermath as a beginning, the reader is introduced to the highly divergent field of the sociology of rape, the different degrees of rape, the sexist bias in rape research and the social problem of campus rape. 405 pp.

Revised Codes of Montana part 2, 1974 Interim Supplement for Titles 41-69 compiled by the Legislative Assembly (43rd) covers the following plus more: labor; landlord & tenant-hiring; legislature and enactment of laws; libraries; livestock; marriage; mines & mining; mortgages; motor vehicles; narcotic drugs; oil and gas; parent and child; persons and personal rights; property; public health and safety 411-751 pp.

Revised Codes of Montana part 3 compiles by the 43rd Legislative Assembly covers public utilities, welfare & relief; railroads; schools; state capitol, taxatio trusts and uses; unemployment compensation civil procedure, criminal code; will, succession, probate, & guardianship. 823-1191

Selection of Police Officers by Richard Holcomb covers; recruitment, attracting applicants, qualifications, written examinations, background investigation, oral interview, physical examinations, selection of a rating board, conducting interview, final scoring, and probationary period as part of the procedure. 94 pp.

Standard First Aid & Personal Safety by the American Red Cross was designed to prepare people to meet the needs of most situations when emergency first aid is needed and no medical authority is available immediately. The following areas are covered: wounds; specific injuries; shock; respiratory emergencies & artificial respiration; swallowed objects & choking; poisoning; drugs & abuse; burns; frostbite; heat stroke; cramps, & exhaustion; sudden illness; dressings; bone & joint injuries; emergency rescue. 268 pp.

State of the Art of Traffic Safety by the Arthur D. Little, Inc., reviews the existing domestic and pertinent foreign literature on the causes and prevention of automobile accidents. Also included are findings and recommendations for meaningful traffic safety research programs as may be appropriate. 624 pp.

Traffic Accident Investigation Manual (1975) edition by Stannard Baker is intended to guide police traffic-accident investigators in their work and to assist in their training. Topics discussed are: investigation process; basis for traffic-accident investigation; preparation for traffic-accident investigation; information about people, roads, & vehicles; measurements & maps; photography; reconstruction; enforcement; causes & factors; and associated activities. 33 pp.

White Collar Crime by the Chamber of Commerce of the United States presents a positive, self-help approach that seeks to mobilize the business and professional community as the first line of defense. It covers: common schemes and how to spot them; basic causes & overall policies; tailoring countermeasures to the crime; and collective action. 92 pp.

Workmen's Compensation Act and Occupational Disease Act by the Industrial Accident Board.

## ADDITIONS

Attorney General's First Annual Report compiled by the Federal Law Enforcement & Criminal Justice Assistance Activities includes submissions of 36 departments, essays on subject areas of primary importance in law enforcement, analyzes Federal anticrime efforts on a functional basis, and many other areas never before included in an annual report. 541 pp.

Bill Drafting Manual for the Montana Legislative Assembly by the Montana Legislative Council provides draftsmen with a reference source to the requirements of Senate and House rules, statutes, constitution and case law, as well as suggestions on the mechanics, technique, and style of legislative drafting. 96 pp

New and Outstanding Publication in Police Science, Law Enforcement, Corrections, Alcohol and Drugs by Charles C. Thomas Pub. is a catalog of 1974 police books. 96 pp.

Police Unarmed Defense Tactics by Donald Schultz and Michael Slepecky was written as a practical training manual to assure the police officer of an advantage while engaging in physical combat. 82 pp.

A State Accident Investigation Program by M. Lumenthal and H. Wuerdemann has as its objectives: developing procedures and systems for the routine management, investigation, & analysis of motor vehicle collisions; creating a standard collision investigation data collection form; recommending the collection of certain personal and vehicle information from off-scene sources; recommending additional research, development, and pilot studies. 921 pp.

Operations Manual Part I by the Montana is a supplement to the training & experience of the highway patrolman and serves as a guide in making judgments and decisions in daily work. The major topics covered are: general administration, special orders, job description, personnel, training, records and reports.

Operations Manual Part II by the Montana Highway Patrol is a supplement to the training & experience of the highway patrolman and serves as a guide in making judgments and decision in daily work. The major topics covered in part II are: equipment and supply, communications, courts and legal, citations and warnings, juvenile, riot control, accident investigation, chemical tests, enforcement, driver licensing, vehicle weight fees, motor vehicle registration, miscellaneous.

LAW AND ORDER 1970January L&O 1970

The Old Beer in the Coke Can Trick  
Drug Abuse: Any Solution in Sight?  
Are You Having a Problem with Snowmobiling?

February L&O 1970

Games for Training  
Training Within the Small Dept.  
Who are We Putting on Our Streets?  
Practical Police Problems

March L&O 1970

Public Relations Program for a Rural  
Community  
The Cry of Police State: A Problem for the  
Public Relations Officer  
A Little Bit of Talk Goes a Long Way  
The Police and Family Disturbance Calls  
A Library for Police Officers

April L&O 1970

High Resolution Photography  
Elementary Photography  
Police Photography in the Small Dept.  
Palm Printing  
A Small Dept. Solves the Crime Scene  
Problem  
The Importance of Physical Fitness

May L&O 1970

The Human Factor in Crowd Control  
Take Another Look  
The Police Profession in a Time of  
Cultural Crisis

June L&O 1970

Murder on Our Highways  
Car-Train Collisions

July L&O 1970

Half of Family Has No Fingerprints  
A Simple Method for Taking Palm Prints  
Rumor Control  
Bloodprint Solves Knife Murder  
Hit and Run?  
Quality Control in Law Enforcement

August L&O 1970

Is This the Police Academy of the Future?  
Grannies with Badges  
Examination of Witnesses  
Drug Abuse Recognition for Recruit Police  
men

September L&O 1970

A Program to Cope With Youth Violence in  
Schools

September cont.

A Place to Go  
Police Perceptions of Youth Hostility  
Student Attitudes Towards Law and Order  
Juvenile Shoplifting in an Affluent  
Suburban Community  
Helping the Drug Abuser Help Himself

October L&O 1970

A Traffic Safety Program for Kindergarten  
Children  
Hot Loads in Light Guns  
The Stun Gun, a Non-Lethal Weapon  
Animal Control Unit  
Bomb Handling System  
Planning and Policing a Rock Festival  
How to Take Legible Fingerprints  
Police Paperwork Problems

November L&O 1970

Citizen on Patrol  
Police Sensitivity Training  
Research in Physical Fitness

December L&O 1970

Drug Abuse - Whose Problem?  
Police Representation, Good or Bad?  
Training Through Practical Experience  
The Detective's Most Important Tool:  
Memory and Observation  
Dover Police Develop Attitude Education

LAW AND ORDER 1971January L&O 1971

More Channels, Total System Approach Gives  
Sheriff More On-The-Air Capability  
Good Police Radio...Today  
Footbridges for Law Enforcement  
Operation Civic Awareness  
Transmission and Reception on the Same  
Channel - Simultaneously

February L&O 1971

Making Law Enforcement Education Relevant  
To Police Needs  
Services of Media in Law Enforcement  
Training Programs of the Future  
The Training & Practice of the Criminal  
Investigator  
The Smith and Wesson Weaponry Academy  
Methods for Reversal of Color of Latent  
Fingerprint Negatives  
Speed Control - Is Radar Still the Best  
Route?

LAW AND ORDER 1971 cont.

March L&O 1971

Police and Community Relations

The Creation of a Police Community Relations Program

Traffic Officer : Soldiers of Safety

May L&O 1971

Technology and Riot Control

Campus Unrest: Police Coping Response

All Quiet on Campus

Portable, Lightweight Chemical Agent Generator

Guidelines for Purchasing Career Apparel

An Open Letter to Police Wives

Internal Investigations (administration)

June L&O 1971

Accident Location

Teaching Pedestrian Safety in Elementary Grades

Improving Investigation of Hit-and-Run Traffic Accidents

Police Car Location System

Motorcycle Safety Program

A Long Look at Alcohol

The Bloodless Emergency (first aid)

July L&O 1971

Some Functional Aspects of the Polygraph

Marijuana - Background and Identification

Voiceprint Identification as a Law Enforcement Tool

What you Should Know About Evidence

The Evidence Collection Unit - A New

Approach to Scientific Crime Detection

Body Armor and its Application to Police Work

Police Human Relations - A Bridge Over Troubled Waters

August L&O 1971

The Midvale Air Crash

Cops are Conventional People, But...

Motivation - An Operational Staff Presentation

Abandoned Vehicles - A National Problem

September L&O 1971

The Disarmed Officer

Working Toward a More Sophisticated Follow-Up Procedure

The Bloodhound for Police Work

How to Identify Left-Handed Writing

October L&O 1971

Instinct Combat Shooting

The Most Versatile Police Arm

Special Weapons for Special Assignments

December L&O 1971

Don't Cut Down on Paperwork Reporting - Eliminate it!

Crime Lab Camera System

Too Little - But it's Not too Late (alcohol Drug Overload)

LAW AND ORDER 1972

January L&O 1972

Practical Police Problems

Police Radio Network Serves 11 Cities

Aberdeen (S.D.) P.D. Replaces Radios with LEAA Funds

The Introduction of Radio Telephony to Police Communications

May L&O 1972

Crowd Control Training in Nassau County

The Gas Gun in Riot Control

Countersniper Ranges

Model 10 Series B Police Shotgun

Bomb Terrorism

Search of Buildings, Search for Bombs and Explosives Devices

June L&O 1972

Probability Versus Suspicion

Reducing Police Vehicle Accidents

Traffic Control

Disciplinary Review Officer

The School Vandalism Problem

How Many Robbers, Burglars, Sex Criminals is Your Department Hiring This Year?

What Makes Juveniles Delinquent?

July L&O 1972

The Recognition of Burglary Tools

Enlarging a Fingerprint on Glass 34 Years Old

Notes on: Questioning Children

Notes on: The Prowler Call

August L&O 1972

Looking Up at Supervision

An Incident Report System for a Small Dept.

The Role of Civilian Personnel in Law Enforcement

The Instant Information Team - Microfilm and Computer

Hotel Security: How the Chief of Police Can Help

LAW AND ORDER 1972 cont

September L&O 1972

Reorganizing a Rundown Patrol Division  
Improving Your Crime Scene Kit  
Study of the Dissipation Rate of Ethanol  
From the Oral Cavity  
Law Enforcement Facilities Must Work for  
People  
Slugs and Buckshot Loadings  
Youth in Police Service

November L&O 1972

A System of Using Aerial Photographs in  
Patrol Work  
Law Enforcement in Airport Security  
Communications Confidentiality  
Certain Factors Relevant in Sanctioning  
Field Inquiries  
What is Your P.T.Q.?

December L&O 1972

Youth Activities for Delinquency Preven-  
tion  
Youth Services: A Police Alternate to the  
Juvenile Justice System  
School Security: The Role of the Police  
Writing Isn't Easy...But Who Sez You Have  
to be an English Professor

LAW AND ORDER 1973

February L&O 1973

Vandalism is NOT Senseless  
The Supervisor's Role and In-Service  
Training  
Police Response to a Stable Fire  
Higher Education for Police, Pros & Cons  
Does a Policeman Need to Have a College  
Degree to be a Professional  
Narcotics and Private Industry

April L&O 1973

Contacting and Paying Informants  
Preparing Fingerprint Visuals  
Night Crime-Scene Photography Needs Spec-  
cial Techniques, Equipment  
LIGHT and Police Photography  
To Shoot or Not to Shoot - Split Second  
Decision

June L&O 1973

The Police Role in Traffic Engineering  
Man Education and Auto Accidents  
Should We Develop a Nonlethal Sidearm for  
Police Use?  
Upgrading Photography in the Small Dept.

July L&O 1973

Photographing Latent Fingerprints on Glass  
The Crime Lab - What it Can Do For You  
The Investigation of the Natural Death  
...the Whole Truth - Memory Without Memori-  
zation  
Safe Recognition

September L&O 1973

Psychology and Techniques of Interrogation  
A Practical Guide to Human Relations  
Intravision - A New Approach to Document  
Transmission  
Fire Investigation - An Act of Coordination  
and Cooperation

October L&O 1973

The .38 Special and the Badge  
An Evaluation of Bullet Proof Vests for  
Police  
Night Survival for Police Officers  
The Police Pifleman, a Neglected Capability  
The Ins and Outs of Handcuffs

LAW AND ORDER 1974

January L&O 1974

1974 Explanation of Manufacturers' Products  
1974 Police Equipment Buyers Guide  
Alphabetic List of Manufacturers' and  
Dealer/Distributors  
Product Categories With Manufacturers'  
Names  
Explanation of Dealer/Distributor Codes

February L&O 1974

Inter-Agency Communication Coordination  
Speech Scrambling in Police Radio Communi-  
cations  
Burglar Alarms - Pros and Cons  
Gambling - A Special Challenge to the New  
Chief

March L&O 1974

Professional Status  
Police-Media Relations  
College Based Police Training  
POST: A Program for Professionals  
Results of the 1973 Technology Survey

May L&O 1974

The Police Finance Officer  
A Command and Control System  
Deploying Police Personnel  
How to Beat the Call-Girl-Racket  
Practical Aspects of Non-Verbal Communica-  
tion for Law Enforcement Situations

June L&amp;O 1974

43.7% Accident Reduction

Reduction of Accident Severity Through

Maximum Enforcement Effort

Safety Considerations in Traffic Police  
Work

Protect Yourself on Traffic Stops

Eliminating the Rank-Barrier in Personnel  
Communications

July L&amp;O 1974

Evidence that Can be Physically Matched  
FingerprintsAtomic Absorption Spectrometric Analysis of How 21 Police Agencies Co-operate with  
Gunshot Residue

A Device to Locate Decomposing Bodies

August L&amp;O 1974

Uniforms: Tradition and Innovation

Alphabetic List of Uniform and Accessory  
FirmsGeographic List of Uniform and Accessory  
Firms

A Brief Report on the First Legal Execution

October L&amp;O 1974

Safety Slug...The Name of the Game is Shock

Countermeasures Against the Barricaded

Gunman

Auto-Pistol Course

Ambush!

The Rifle in Police Work

Weapons Directory

The Attitude Survey - A Useful Tool

November L&amp;O 1974

Skid Control Training for Police

Mobile Patrol Supplemented by Use of Foot  
Patrols

Fuel Conservation

Small Helicopter Wings can be Effective  
for CopsShould a Law Enforcement Polygraphist  
Examine His Fellow Officers? Yes! No!

December L&amp;O 1974

Bicycle Safety Alert

How to Establish a Youth Division

Will Authority Hurt Children

Professional Police Approach to the  
Juvenile Offender

January L&amp;O 1975

Buyer's Guide &amp; Dealers Directory

Explanation of Manufacturers Product Codes

Alphabetic List of Manufacturers and  
Dealer/Distributors

Product Categories With Manufacturers Names

February L&amp;O 1975

New Pennsylvania State Police Communica-  
tionsHow 21 Police Agencies Co-operate with  
Total Communications

The Rifle in Police Work

Taking a Hard Look at Headquarters Services

March L&amp;O 1975

Film Exchange Program

Police Community Relations: Another View

A Re-examination of Police Preparatory  
Education

A PR Program Designed for 6 to 12 Year Olds

Write the Way You Speak

Professional Training for the Automatic

Pistol

Your Future in Fingerprint Identification

April L&amp;O 1975

Mug Shots for a Small Department

Selecting Lenses for Police Photography

Public Relations Photography

Updating the 4x5 Press Camera and the SX-

70 System

Security Camera in a Crime Prevention  
ProgramPhotographic Equipment: The Case for High  
Caliber Hardware

Tactical Teams for Smaller Departments

The Double Barrel Shotgun in Police Work

The Wome Police - Here to Stay?

May L&amp;O 1975

Eight Remedies for the Supervisor's Head-  
acheSystems Planning for Integrated Auxiliary  
Services

Staff Study

How to Put Immediacy Into Report Handling

The Double Barrel Shotgun in Police Work

June L&O 1975

Preventive and Selective Enforcement of Traffic Laws  
Take the Stress Out of Traffic Stops  
Mini Computer Controls Traffic Problems  
Consolidation of Service Bomb Squad

July L&O 1975

Latent Fingerprints on the Human Body and Secretors  
Identifying Latent Impressions Through the Five Finger File System  
Why Have Pre-Arrest Breath Testing?  
Why a Female Polygraphist  
Astro Telescope Used to Study Crime  
Laser Beam Fingerprint Transmission

August L&O 1975

Alphabetic List of Uniform and Accessory Firms  
Uniforms - An Integral Part of Police Work  
Flammability and Police Uniforms  
Bullet Stopping Wear  
A Wrist Alarm for Every Citizen

September L&O 1975

Effective Interviewing  
Microfilm Use Reduces Local Crime and Identifies Suspects  
The Average Citizens Fear of Electronic Eavesdropping  
Federal Evaluation of Police Handgun Ammunition  
So You Want to Stop a Car  
Simplicity and Flexibility in Records

October L&O 1975

A 'Super' Combination for Law Enforcement  
Point Gun, Pull Trigger  
Gun Control or Political Control  
The Miller Combat Matches  
The Weapons Industry at a Glance  
Shooting Range Ventilation  
Special Weapons and Tactics  
A Simplified Firearms Familiarization and Combat Training Course  
Quad Custom Ammo  
Powerful Flashlight Beam for Patrol Use

November L&O 1975

A Four-Ten Plan for Moderate and Large Police Patrol Operations  
Car 54 What are You?  
Aide to Police Driving  
Police Officer - Emergency Medical Technicians  
Rescue Involving Radiation Exposure  
Who Had the Right of Way?  
Rescue Vehicles Come in Many Sizes  
Police Dept. Rescue Equipment

December L&O 1975

Youth Development Services: An Alternative  
The School Resource Officer Program  
Discipline - The Answer to Juvenile Delinquency

POLICE CHIEF 1970

February P.C. 1970

Driver License Suspension: A Paper Tiger  
Am I a Professional  
Police Patrol for Black Americans  
A Mandate for State Planning: Upgrading Law Enforcement  
It's Time for the Police to Take a Professional Stand  
Criminal Justice Curriculum: A New Approach to Criminal Justice Administration

April P.C. 1970

Pornography  
Mini-Town Meetings  
Organized Crime - A Civil Approach  
The College Co-ordinator: A New Police Post  
The Cop as Social Scientist  
The Perception of Change in Contemporary Society  
Safety and Security on the Campus

May P.C. 1970

One Crime Free Day  
The Beat Commander  
Operations Research  
Bridging the Gaps  
The Subject is Crime  
For All the Work That is to be Done  
A Behavioral Science Application to Police Management  
Drug Clinic  
"Revving Up" Rural Personnel

June P.C. 1970

Bomb Threats and Bomb Blasts  
Kids and Skids  
Who is Promotable  
Building on a Budget  
Training a Task Force of Evidence Technicians  
Wage and Salary Administration  
Building for Tomorrow  
Mutual Aid in Law Enforcement  
AMES: Air (Helicopter) Medical Evaluation Systems  
CRIME CHECK Delivers

July P.C. 1970  
Management By Systems  
The Many Aspects of Computer Security  
A Systems Approach to Command and Control  
for Law Enforcement  
Field Communications for Command and Control  
Police Management Techniques for the  
Medium-Size Department  
An Alternative to Youthful Mass Disorder  
Contemporary Problems in Law Enforcement  
on American Indian Reservations

October P.C. 1970  
Performance Control  
Gang Youth and Police: Live-In  
Police Public Information - Who-What-  
"When-Why-How  
Physical Security Planning  
Join Us! A Recruiting Program That Works  
Harness Racing Integrity  
Hundred Club: The Club With a Heart  
Subtle Sensitivity Training

November P.C. 1970  
Thoughts on Police Building Design  
A Policeman is Not an Architect  
Notes on Building Security  
The Planning of Jail Facilities  
Developing a Design for a Medium Security  
Prison  
Guidelines for a Grievance Committee

December P.C. 1970  
Grantsmanship...Is an Art  
Grantsmanship...Is a Science  
Wiretapping and Other Current Law Enforcement Problems  
IACP's President Reviews the Plus Side  
IACP Conference Roundup  
Resolutions adopted at the 77th Annual IACP  
Conference  
Annual Meeting of the IACP State and Provincial Division  
Some Solutions to an Intolerable Situation  
IACP Education and Training Section Meets

April P.C. 1971  
The Rumor Process and Its Effect on Civil  
Disorders  
Schools v. Cops  
Psychology and Its Ever-Changing Ways  
Management by Objectives  
Send an Officer to Law School  
A Profile of the Police Science Student  
Police Administrators and the Personnel  
Incentive Policy  
Collective Bargaining: A Problem for the  
Civil Service System

June P.C. 1971  
Eliminating the Language Barrier  
Up the Down Escalator of Police Community  
Relations  
A Management by Objective  
The Legal Dilemma of Voiceprint Identification  
Social Science Education for Police  
Officers  
The Case of the Fallible Gloves (fingerprint  
Fifteen Recommendations for Improving the  
Police Function

September P.C. 1971  
The Proper Function of the United States  
Government in the Fight Against Organized  
Crime  
The Selection and Training of Organized  
Crime Investigators  
Let's Put Intelligence in Perspective

Sensitivity Training/Rap Sessions for  
Police and Pupils  
Modern Shopping Centers: The Shoplifter in  
Paradise

October P.C. 1971  
The Police and the Media  
The History and Future of the Credit Card  
Industry and Its Implications for Law  
Enforcement  
Second Annual Horse Seminar  
Police Academies and Subcultural Awareness  
Pupil Attitude Toward Police  
The U.S. Border Patrol  
In Quest of Speedy Justice  
An Overview of American Police History  
Directory of IACP Members - 1971-72  
IACP Police Buyers' Guide - Classified  
Blue Pages

POLICE CHIEF 1971

March P.C. 1971  
P-CR - Interdepartment Traffic Science  
Training  
P-CR - Legality of Forceful Haircuts  
P-CR - The Chief and the Community  
P-CR - Relations with Private Police  
Services  
P-CR - Implementing Change Through  
Personnel Participation

POLICE CHIEF 1971 cont.

November P.C. 1971

"911" Grows Up: Four Years Old and Acting It (emergency telephone number)

Police Use of Informants in the Preparation of Search Warrants

Civil Liability of Improper Police Training Policemen, Dissenters, and Law-Abiding Citizens

Methods to Combat Juvenile Crime

The Evaluation of Police Programs

Pornography and Obscenity

December P.C. 1971

Seasonal Hazards to Highway Safety

Award Winners Announced at IACP Conference

Should All Policemen Be College Trained?

Induction of New Employees

Rap and Rapport: Police and Mental Health Pros

Identification of Suspects by the Voiceprint Technique

POLICE CHIEF 1972

January P.C. 1972

Fair Trial/Free Press Guidelines

Police Awards Program

Intergovernmental Law Enforcement Agreements

Planning a Forensic Science Lab

The Care and Feeding of LFAIP (Law Enforcement Alcoholic Intervention Project)

February P.C. 1972

The Police: Victims of Product Profiteers

A Final Solution to the Problem of Organized Crime

The Selection and Promotion of Police Officers: A Selected Review of Recent Literature

The Field Officer: Is He Really Fighting Crime?

The Police Culture - Its Effect on Sound Community Relations

Top Cop: A Study in Police Professionalism

March P.C. 1972

The Delivery of Neighborhood Police Services

Police & Families: Factors Affecting Police Intervention

Landlords and Tenants

Should Police Departments or Individual Officers Make Deals?

A Police/Press Manual

April P.C. 1972

Drug Abuse Prevention: A Challenge of the future

Grant Development: The Functions and Personnel

Foot Patrol: The Litany of Law Enforcement Communications System for the Deaf

Police Entry Testing and Minority Employment

How Effective is Litter Law Enforcement?

May P.C. 1972

Back to Bikes for Baltimore

The Inebriate

Communication Distortion

Police Disciplinary Systems

Characteristics of Police Applicants

Is the Policeman Obsolete?

Credit Cards: An Investigative Tool

June P.C. 1972

Higher Education for Police - Some Operational Difficulties

The Police Chief from Another Perspective - A Notable Job Description

S.T.R.E.S.S. - Zero Visibility Policing

An Early Warning Mental Health Program for Police Sergeants

The Objections to Polygraph Screening of Police Applicants

The Motorcycle Officer: His Image in the Community

July P.C. 1972

The Graffiti Problem: How Philadelphia is Coping With It

The Drinking Driver: Citations Instead of Jail?

Cops Should Get Tickets Too!

Juvenile Delinquency: Anguish, Fear and Hope

August P.C. 1972

The Police Memorial - A City Remembers

Latent Impressions on Questioned Documents

Victims Who Look for Their Criminals

Attracting College Graduates to Police Departments

September P.C. 1972

The Policeman's Bill of Rights

Officer Survival

For Sale: Small Town Police Department

Police in the Schools

The Three Worlds of Youth

The Beat Commander Concept

Crime Specific...An Answer?

POLICE CHIEF 1972 cont.

November P.C. 1972  
Effective Personalized Patrol  
Community Resource Field Training for  
Police Recruits  
Report: Alarm Systems  
Improving Police Selection on a Shoestring  
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The Need for Change in Police Science  
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Campus Apprehensions of College Students

December P.C. 1972  
Need Some Additional Manpower?  
Management and Legal Aspects of Police  
Strikes  
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Improving Community Relations by Providing  
The National Safety Council's Defensive  
Driving Course  
The Personality and Characteristics of  
Police Officers and Their Attitudes  
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Police Attitudes Toward Communication with  
Public

POLICE CHIEF 1973

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The Kidnapping of Diplomatic Personnel  
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Traffic Citation Quotas: Fact or Fiction?  
Some Management Problems - The Role of  
Police Intelligence  
Police Hypnosis En Masse  
A Unique Approach to Law Enforcement,  
Delinquency, and Community Relations  
Everything You Wanted to Know About the  
External Degree But Were Afraid to Ask

March P.C. 1973  
The True Measure of Police/Public Rela-  
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The Use of Written Examinations in Select-  
ing Police Officers: Coping with the  
Dilemma  
Community Action Unit  
A Low-Budget Public Relations Program for  
a Small Department  
Barking Dog Complaints  
America's New Anti-Police Sentiment  
Viability of the Small Police Force  
Are Cops Prejudiced?

April P.C. 1973  
National Standards and Goals  
Who Is Responsible for Stopping Crime?  
Law Enforcement Interdepartment Educational  
Exchange Program  
Realistic Emergency Medical Training for  
the Police Professional  
Arrest Performance Among Patrolmen in  
Relation to Job Satisfaction and Per-  
sonal Variables  
Partners for an Improved Community: Police  
and the University

May P.C. 1973  
History of IACP: Progress and Delays Mark  
the Years 1930-1960  
First Class Graduates from F.B.I. National  
Academy  
Communications - A Police Experiment  
Articles on: Edward Kelly, John Sullivan,  
Peter Siccardi, Franklin Kreml, Ray  
Ashworth, Donald Leonard

June P.C. 1973  
On Crime Prevention: After the Fact -  
Before the Fact  
Juvenile Vandalism: The Billion Dollar  
Prank  
The Repeat Offender  
A Successful Experiment With Juveniles  
Auto Theft and the Uniformed Officer  
Community Service Officer  
July P.C. 1973  
Re: 80th Annual Conference of the IACP  
Police Vehicle Accidents  
Compensation Coverage for Nonfederal  
Officers  
Education and Training: The Moment of Truth  
Our Safe Streets Unit  
Crisis or Credibility  
The Role of Women in Law Enforcement  
Police Professionalization and Internal  
Controls

August P.C. 1973  
Today's Policeman as a Good Samaritan?  
A Descriptive Study of Police Corruption  
"Robby" the Informer  
Getting Quick Processing of Police Reports  
The Black Community: Attitudes Toward  
Community Problems, Crime, and the  
Police  
The Size of Trial Juries Should be Reduced

POLICE CHIEF 1973 cont

September P.C. 1973

Run-Down of Events Scheduled for the IACP conference

The Guilty Delinquent

Deceit in Uniform

Are Your Traffic Laws Modern and Uniform?

Application of Miranda by State Agencies in Non-Felony Cases

The Police Patrol Officer: The Backbone of Law Enforcement

Alternatives Available in Solving the Juvenile Problem

October P.C. 1973

The New Management Team: Performance Evaluation on Trial

A Training Technique: Motivated Involvement

The Death Penalty

The Officer's Lady (role of a wife)

Security and Safety - The Key to Campus Security

Law Enforcement Code of Ethics

Directory of Members of the International Association of Chiefs of Police

The IACP Police Buyers' Guide

November P.C. 1973

Police Standards - The Right of Local Government

The Hmmmmmmmm Police Patrol Car

Blue Lights: Status of and Present Use

The Detraining Syndrome

A Question of Height

A Classification of Internal Disciplinary Actions by State Police and Highway Patrols

Bridging the Gap: Law Enforcement and Legal Education

December P.C. 1973

Revitalized Methods Needed for Investigation of Rape Complaints

Receptiveness to Change

Police Corruption

Police Integrity: Accent on the Positive

Assaults on Police Officers: How Safe Are You?

Are We Really Security Conscious?

The Drinking Driver: Use of Videotape and Personality Testing in Detection and Study

Tarnished Badge of Bright Shield

Freedom of the Press v. Pretrial News Release: A View from the Arena

POLICE CHIEF 1974

January P.C. 1974

Let's Put the Death Penalty in Proper Focus

The Humanism of Command

Police Property Storage

The Professional Law Enforcement Library: A Checklist and Guide for Planning

The Development of a Code of Police Practice Some Perspectives and Problems

February P.C. 1974

A Chaplaincy Program for Better Police/Community Relations

Law Enforcement Essential to Air Safety

The Vulnerable Society: Crisis in Technology Terror, and Victimization

Do Police Unions Have Any Effect on Police Department Operations?

Improving Police Agency and Employee Performance Through Collective Bargaining

Job-Related Tests and Police Selection Procedures

The Behavioral Scientist in Law Enforcement

March P.C. 1974

Communication with the Public

Police-Community Relations: At this Point in Time

From Street Beat to Down Beat

The Police-Community Program Panacea

A Community Relations Program for a Small Department

Police Reports to the Community

Orientation Programs for the Police Family

Evaluating Recruit Performance: Putting It all Together During Basic Training

Police-Press Relations: A Study

April P.C. 1974

Alternatives to Military Rank Titles in Law Enforcement

"Take 15": Gasoline Shortage and Police Patrol

Let the Man on the Road Know...Someone Cares

Perceptions of Role Performance and Organizational

Homicide Investigation

Testing Candidates for Police Dispatcher

May P.C. 1974

A New Wave of Terrorism

Measuring the Qualities of Police Leadership

Goal Setting for Police Organizations

The Evaluation of Program Impact

A Bomb is Set to go Off at 3:00 p.m.

Crisis Intervention and Investigation of Forcible Rape

POLICE CHIEF 1974 cont.

June P.C. 1974

A Crusade Against Shoplifting  
Criminal Justice: A Relevant Course for High School  
A Bright Answer to the Crime and Energy Question  
Vacation House Check Utilizes Police Cadets

July P.C. 1974

Police Discretion v. Discriminatory Law Enforcement  
Police Productivity  
Arson: The Most Neglected Crime on Earth  
Air Cushion Restraint Systems  
The Language of Police Reports  
Applicant Screening  
The Use of the Polygraph  
Design of a Duty Schedule  
Small Department Work Schedule

August

On Crime and Punishment  
Education for Concepts, Training for Skills  
Education and Training: An Assessment of Where We are and Where We are Going  
Education: Punishment or Reward  
From the Street to the Classroom  
Roll Call Training: A Program for In-Service Training  
Mental Health in Police Work and Training

September P.C. 1974

Policing a College Town  
Are Police Dogs Reasonable Force?  
Police Standards and Goals  
A Study of Police Height Requirements  
Feedback...Information for Management  
Guidelines for Selecting Consultants

October P.C. 1974

Directory of IACP Members  
Industrial Growth and the Police  
Today's Radio Dispatcher: Selection, Training, Motivation  
A Second Look at Pistol Shooting  
A Vehicle for Learning: Internships

November P.C. 1974

Crime in Abandoned Buildings  
Recruit Training: Stress v. Nonstress  
One Way to Develop a Department's Resources  
Law Enforcement: Its Place in the Future

December P.C. 1974

Juvenile Crime Crisis: Cause and Remedy  
Youth Diversion and the Myth of Parental Indifference  
Integrating the Policeman into the Community  
Preachers with Badges: Police-Community Clergy

POLICE CHIEF 1975

January P.C. 1975

Handling the Needs of Non-English-Speaking Persons  
Training in Small Departments  
A New Approach: Selecting Effective Police Sergeants  
Before the Start of Recruit Training  
Crimes Against the Elderly  
A Survey: Police Officers' Views Towards Police/Community Relations  
Let's Stop Talking Ethics  
The Uniform: Its Effect

February P.C. 1975

Wiretapping and Electronic Surveillance  
The Criminal Intelligence Squad  
Law Enforcement Intelligence Unit  
Comments on Organized Crime  
Organized Crime and Legitimate Businesses  
The Mathematics of Loan Sharking  
Stages of Police Corruption  
Screening Police Applicants  
The Police Function and Organized Crime

March P.C. 1975

Police/Community Relations: Frosting on the Cake?  
Glen D. King Appointed Executive Director of IACP  
Putting Honorary Deputies to Work  
Response to the Community: A Neighborhood Police Team Profile  
Working With Youth  
Law Enforcement Communications Contacts  
Public Mood and the Police

April P.C. 1975

Profile of a Police Executive  
Changing Status of Women in Police Professions  
Time for Trainings  
Discipline: Friend or Foe to Police Academies  
Incident Prediction Model for Police Placement

POLICE CHIEF 1975

cont.

May

Pencil Pushers or Street Cops  
Hostage Incidents: The New Police Priority  
Unique Shotgun Training Developed in Gar-  
den Grove  
Insurance Fraud Investigations  
Equal Employment Opportunity v. Police  
Professionalism  
Coe-Flex Method of Identification

June P.C. 1975

A Profile of Tomorrow's Police Officer and  
his Organization  
Police Services for Public Schools  
Give the Kid a Break  
Crime Prevention Through Citizen Involv-  
ement  
The Kansas City Preventive Patrol Experi-  
ment

August P.C. 1975

Accreditation of Criminal Justice Education  
Programs  
Criminal Justice Internships: Exposure or  
Attainment  
Statewide Quality Control for Law Enforce-  
ment Personnel  
Organized Crime Training: The Institute  
Approach  
The Police Officer as Instructor  
Estimating the Incidence of Crime

September P.C. 1975

The Hollow-Point Bullet  
Police in Domestic Action  
Year-round Police Fitness Training  
Police Physical Fitness: A Personal Matter  
The Hostage Situation: Exploring the Mo-  
tivation and the Cause

October P.C. 1975

The Hollowpoint and Law Enforcement  
Fingerprint Recovery With Electronography  
Alarm Legislation: The Objectives and the  
Means  
Police Accidents and the Ups and Downs of  
Life Cycles  
Crime....and Methodology = ?  
Timely Tips on Uniform Purchasing and  
Maintenance  
The New Thief on Campus  
Miranda Revisited  
Survival Through Body Armor  
Directory of Members of the International  
Association of Chief of Police  
The IACP Police Buyers' Guide

November P.C. 1975

Richard Clement New President of IACP  
New Methods of Financing the Police Function  
Rape: Attitude Training for Police and  
Emergency Room Personnel  
Victimless Crimes: Perceptions and Attitudes  
of Television Writers, High School  
Teachers, and Police Officers  
Pressures in Law Enforcement Mariages  
Divorce: Another Occupational Hazard

December P.C. 1975

Promotions: A Small Department Responds to  
the Problem of Career Advancement  
Search Warrants: Police Officer Preparation  
Training Patrolmen to Become Crisis Inter-  
vention Specialists  
Wrap-up of the 82nd Conference: Denver  
Meeting a Record-breaker

F.B.I. BULLETIN 1971

April FBI 1971

A Legal Training Program Over Closed-Circuit  
T.V.  
Firearms Ranges for Training Prison Security  
Personnel  
Probable Cause, Warrants, and Judicial  
Innovation  
Some Points on Bombs and Bomb Threats  
A Program for Greater Trust

July FBI 1971

A Police HELICOPTER Program  
Fingerprinting: A Story of Science v. Crime  
The Safety of the Police Weapon in the  
Home  
Lawmen for the Reservation  
State Arrest for Federal Crime

August FBI 1971

An End to the Era of Permissiveness  
Gambling and Corruption

September FBI 1971

An Aircraft Enforcement Test Program  
An Indoor-Outdoor Firearms Range  
"Respect of Citizenry"  
A Better Criminal "Mousetrap"  
The Car With the Camera  
Classification of Footprints

FBI BULLETIN 1971 cont.

November FBI 1971  
Operation F.I.N.D.  
The Barnstable County Police Radio System  
Serves Community Needs  
A Minority That is Indispensable  
Developing a Criminal Justice Training  
Program

November FBI 1972  
A Prosecutor Looks at the Police  
What Bar Associations Can Do About Crime  
Prevention and Control  
Televised Banking: Deterrent to Crime  
A Look at the Open Fields Doctrine in  
Light of Katz v. United States

FBI BULLETIN 1972

February FBI 1972  
The Police Role in Alcohol-Related Traffic  
Offenses  
The Miranda Warning During a Street En-  
counter  
What the Bones Tell - Today  
The Police Officer: Primary Target of the  
Urban Guerrilla

March FBI 1972  
Law Enforcement Officers Killed in the  
Line of Duty  
The Victims of Crime  
TCP Program Strengthens Police-Youth  
Relations  
Enforcement and Prosecution - A Joint  
Endeavor  
Combating Drug Abuse to Reduce Major  
Crimes  
Bomb Scene Investigations and the FBI  
Laboratory

June FBI 1972  
The New Mountain Men  
An Analysis of Standards in Fingerprint  
Identification  
Examination of Biological Fluids  
Air Disaster Recovery Operations in  
Remote Areas  
A Way to Better Prosecution

August FBI 1972  
Forensic Odontology Today - A "New"  
Forensic Science  
Trailers Are Tempting Targets for Thieves  
A Law Enforcement Officer Looks at Senten-  
cing  
The Police Legal Unit

September FBI 1972  
The Role of the Forensic Pathologist in  
Arson and Related Investigations  
A Program of Hit-and-Run Violations  
Narcotics Detector Dogs  
Law of Warrants: Issuance Authority

FBI BULLETIN 1973

April FBI 1973  
Paint Examination Techniques Utilized in  
FBI Laboratory  
Reward Program Pays Off  
The Role of Identification in Law Enforce-  
ment: An Historical Adventure

May FBI 1973  
False Alarms - A Major Problem to Law  
Enforcement  
Crime Prevention Through Community Relations  
The Student Safety Patrol  
Inventory Searches - The California View

June FBI 1973  
That Unique Capability  
The State of Development of the FBI's  
Automatic Fingerprint Identification  
Crime Shadows in the Forest  
"Hands-On" Police Training

July 1973 FBI  
Trends in Urban Guerrilla Tactics  
A Revolution in Police Training  
Canine Detectors  
The Imperative of Police Legal Training

August FBI 1973  
Total Confinement of Clandestine Device  
Explosions  
Confessions to Private Persons  
Does Your Department Have a Media Relations  
Program? - Why Not?  
Law Enforcement and the Changing Times  
A County Police Information System

September FBI 1973  
A Judge's Views on Law Enforcement Educa-  
tion and Training  
The Personal Patrol Car Program  
Comment on Obscenity  
An Automated Field Interview System  
Film: What Should It Accomplish in Your  
Training Program?

FBI BULLETIN

1973 cont.

October FBI 1973  
The Police Agent  
International Association for Identification - Standardization Committee Report  
The Law Enforcement Officer and the Determination of the Time of Death  
Aircraft in Fish and Game Enforcement  
Entrapment  
An Aid to Prosecution

November FBI 1973  
What is Enough  
It PAYS to be Different  
A New Approach to Inservice Training  
Receptiveness to Change  
Crime Reduction: A Community Approach  
Consent Search and Advice of Fourth Amendment

December FBI 1973  
The Deaf and the Police  
Leadership for Lawmen  
National Bomb Center  
Warrantless Entry to Arrest  
Helping the Elderly

FBI BULLETIN 1974

January FBI 1974  
Driver Performance Study  
The National Crime Information Center  
Physical Fitness Ideal  
Bones Can Fool People  
Warrantless Entry to Arrest  
Four Program Models in Delinquency Prevention

February FBI 1974  
Drug Trafficking Takes to the Air  
T.V. by Laser Beam Transmission  
Crime Laboratories Symposium  
Police Inspection and Complaint Reception  
A Law Enforcement Officer Sues for Defamation  
Law and Justice Awareness Program

March FBI 1974  
Snowmobiling within the Law  
Search of Persons for Weapons at Airports  
A Professor's "Street Lessons"  
Training for the Future

April FBI 1974  
The Police Role in the Severe Weather Alert  
What Makes a Good Police Officer?  
Police Killings in 1973 - A Record Year  
House Trailer - Vehicle or House?  
The Challenge of Crime and the Courts:  
Keep the Faith

May FBI 1974  
Rape - The Ultimate Invasion of Privacy  
The Repeat Offender  
Emergency Auxiliary Units  
Sanitarium Comes to Life - With Law Enforcement Training  
Courtroom of the Future  
An Increase in Interest  
Police Response to Disasters

June FBI 1974  
TAC II - The Electronic Stakeout  
Bicycle Theft - A Serious Crime  
Female Officers in the Department  
Exploring Law Enforcement  
Community Liason Patrol

July FBI 1974  
Golden Anniversary of FBI Identification Division  
Some Aspects of the Effects of Inmate Suits on Correctional Systems  
A Lawman's Perspective of Sentencing  
Implications of Collaboration Between Law Enforcement and the Social Sciences

August FBI 1974  
Locating Buried Bodies  
Crisis Intervention Training  
Putting the "Indian Sign" on Burglars  
Security Training: The Airport Operator's Responsibility  
Airborne Assistance for Railroad Crime  
The Challenge of Police-Community Relations Training  
Young American Medal Awards

September FBI 1974  
Police Response to Family Disputes  
Anticipating the Future  
Hundred Clubs Nationwide  
Prisons - A Target of Revolutionaries  
Policing a Famous Landmark  
The Challenge of Police-Community Relations Training (conclusion)  
The Battered Policeman: A Law Enforcement Officer Sues for Assault and Battery

FBI BULLETIN 1974 cont.

October FBI 1974  
The AEC Radiological Assistance Program  
Hostage Negotiations  
The Master Key System  
Determining Police Effectiveness  
Testing Affidavit Credibility

November FBI 1974  
Management Information: Law Enforcement's  
Forgotten Need  
Investigative Detention  
Safe Insulation and Its Value in Crime  
Detection  
The Maine Way to Beef Poacher Sleuthing

December FBI 1974  
A Comparison of the Wounding Effects of  
Commercially Available Handgun Ammuni-  
tion Suitable for Police Use  
Be Safe From Rape  
Knowledge, Courage, Integrity - A Must for  
Today's Officer  
False Fire Alarms - A Program for Preven-  
tion  
Lab Directors Meet  
Investigative Detention Prt II

1976 MAGAZINE EDITIONS

LAW AND ORDER 1976

January L&O 1976  
Evaluating Gabric Body Armor for Police  
A New Look in Jails  
The Federal Performance Rating of Commer-  
cially Available Police Handgun Ammuni-  
tion  
Textbooks - The Keys to Knowledge  
Police Equipment Buyers Guide

POLICE CHIEF 1976

February P.C. 1976  
Senior Citizen Crime Prevention Program  
A Symposium on Crime and the Elderly  
Police and the Older Victim: Keys to a  
Changing Perspective  
Law Enforcement and the Senior Citizen  
Case Corridor Safety for Seniors Project  
Residential Crime: The Older Person as  
Victim  
A Review of Recent Trends: The Effects of  
Crime on the Elderly

FBI BULLETIN 1976

February FBI 1976  
Inservice Police Training  
Techniques for Taking Good Fingerprints  
Infrared Light Sources in Police Surveil-  
lance  
The "Beeper" and the Fourth Amendment

TRAINING FILMS

A Special Kind of Guy is a public relations film for the Sheriff's Department. It tells the duties and job of a law enforcement officer, and what he can do for the people.

Arrest and Search of the Adult Offender opens with a police broadcast of a description of a criminal offender. A traffic patrolman notes the similarity in appearance between a traffic violator he has stopped and the described offender. When other incriminating evidence is observed in the car, an arrest is made. Background information supplied.

Bomb Handling depicts the methods of bomb removal using the P.M. Tabor Company's ballistic fiberglass equipment and accessories. Illustrations for correct use of the equipment, techniques for netting the bomb, placing it in basket, and removal of basket through windows, down stairs, etc. are covered.

Bomb Threat shows effective handling of the bomb threat call, planning, and bomb search follow through. The team approach defeats panic. This film was designed for police community programs on safety and security.

Crimes in Progress studies patrol procedures in tactical detail and covers the following: driving techniques, communications procedures, first unit response; single-man response; two-man patrol backup units; observation techniques; appropriate legal definitions; lookouts; and building search techniques. Three dramatic sequences are presented, they are; burglary/safecracking, an armed robbery, and a prowler/peeping Tom.

Disturbance Calls points out that 20% of all police fatalities are due to mishandling of routine emotional disturbance calls. This film takes the officer through the important steps of the who, what, when, where, and how of any complaint. Through re-enactments of the most typical complaints officers are made aware of what to look for and how to remain constantly alert as not to put himself in jeopardy.

Every Hour...Every Day was especially prepared for use by law enforcement agencies in schools & as a presentation for clubs. It is aimed at improving the image of the police in the mind of the public. Everyday tasks of a policeman, dangerous and otherwise, are presented.

Field Problems focuses on handling citizen trouble calls, combining first contact with follow-up response. By viewing a given situation from several different angles, the officer is given the opportunity to evaluate the interpretation between assumption and facts, and the techniques used in compiling facts from a variety of sources to get at the truth. Other areas discusses are: hysteria; holding the witness at the scene; getting testimony from witnesses; questioning victims; and the use of discretionary authority.

Investigation Procedures presents the basic investigation procedures. Common errors in stop and frisk; judicial restraints; identifications through line-ups, photographs, field I.D.'s; and confessions in violation of Miranda which are frequently challenged by the defense are posed to make the uninformed officer informed.

Juvenile Prosecution depicts a preliminary hearing in juvenile court in the case of a youth involved in a robbery; killing. Rulings by the judge; testimonies of court investigator, school principal, defense attorney; judges's comments; and case decision are presented.

The Revolver shows the importance of the revolver, it may save your life and the difference between life and death lies in basic training. Handling, loading, firing position, etc., of a revolver are covered in this film.

Roadblock I & II acquaints the officer with the roadblock procedures utilized by law enforcement. It shows how to exercise proper procedure and safety in roadblock situations.

TRAINING FILMS cont.

Robbery depicts the robbery of a liquor store by an adult and juvenile offenders in which the owner dies. Arrival of the police, eye-witness testimony, gathering fingerprints and other evidence is presented.

Routine Patrol covers the major points of prepatrol preparation and observation. The officer is made aware of the necessity for proper mental attitude; physical condition; and his image as a peacekeeper, servant of the people, and arresting officer. Subjects include roll call bulletins, laws (local & federal), geography of patrol areas, emotional, and psychological factors. This film develops the idea that a patrolman is the eyes of the department and interpreter of the laws of society.

Shoot Don't Shoot I is a vivid lesson to the viewer in the basic rules which apply to all "shoot/don't shoot" situations. It is designed to physically involve the viewer in every decision by instructing him to actually pick up a blank pistol and shoot/don't shoot at the screen! Danger to innocent bystanders is explored. Over a dozen on-the-street segments take the viewer through the potential shooting dangers he might encounter during a routine patrol.

Stop and Frisk discusses the need of law enforcement to conduct brief investigations of criminal conduct without the necessity of making an arrest. This practice has come under close scrutiny in the courts. This is counterbalanced with the fact that an inaccurate judgment by the officer could post a high degree of risk. In order to strike a balance between the needs of law enforcement, safety of the officer, and the suspect's right of privacy, full, complete, and accurate information is essential.

DRUG FILMS

Bloods Red involves the use and abuse of drugs. Through dramatization, effects of drug abuse are presented. This film is for junior and senior high students.

E Drugs and the Nervous System is an animated film which describes physiological and psychological effects of various drugs on the body. The film discusses glue-sniffing, stimulants, depressants, opium-derivatives, mariuana, and LSD. Therapeutic uses and the results of abuse of each class of drugs are explained. Jr. and Sr. High.

Escape to Nowhere tells the real-life story of a teenager who describes her attitudes and feelings, and the role drugs play in her life. She converses with a narrator who asks her why she take drugs, how she started, what drugs she has used, what they do for her, whether or not she's happy. The discussion is interspersed with brief comments from other drug users and interviews with medical authorities. Jr. & Sr. High

Hooked shows former addicts who have been off drugs from 3 to 24 months who relate how they became involved with drugs, how their drug experiences affected them and their families, how and why they stopped using drugs. The youths, who are of mixed social and racial backgrounds, are filmed in various situations. Most of the conversations revolve around heroin use, although other drugs are mentioned. 6th grade and up.

LSD - 25 emphasizes the drug's unpredictability and unknown properties. The animated character of LSD discusses potential dangers from use of illegally purchased drugs, from bad trips, possible chromosomal damage, self-injury while under the drug's influence, and recurring effects. 6th grade and up.

Marijuana presents arguments for and against smoking marijuana and then advises individuals to make their own decisions. Sunny Bono of "Sunny & Cher" narrates this film which is centered around a teenage pot party. Sr. High & up.

Marijuana: The Great Escape depicts a teenager who gets involved with marijuana. As a result of this new habit, his girl friend is injured in a car accident and he is involved in a serious accident while drag racing. Sr. High and adults

DRUG FILMS cont.

VIDEO CASSETTES

Speed Scene presents interviews with speed users. These interviews are interspersed with statements from medical authorities who present evidence against the use of amphetamines except for medical purposes. Physical dangers of hepatitis, malnutrition, death, psychological problems which are often part of the speed culture, and the user's inability to deal with his environment are discussed. Jr. & Sr. High

MISCELLANEOUS FILMS

Alcohol and You is directed at the teenager. This film shows the patterns that lead to teenage alcoholism, the affect parents have on the "drinking" future of their children, and the different excuses people find to drink. 6th grade and up.

Child Molester - Pedophile presents a simulated case of a child molesting and the steps involved in finding the molester. The child molester is discussed along with the different reasons which would cause a person to take this action. Adult.

Rape - A Preventative Inquiry presents different victims of rape and their views and feelings about the crime and the following proceedings. This film gives women an awareness of the problem and circumstances that surround a rape victim. Interviews of convicts convicted of rape are also shown. Sr. High & Adults.

Red Light Green Light - Meeting Strangers attempts to sensitize young children to the dangers of talking to or relating to strangers. An effort is made to apply conditioning techniques through symbols of red lights and green lights in terms of judging strangers' actions and situations that are potentially dangerous. Grade school and up.

The People Next Door is a dramatization involving two middle class families who are neighbors. The plot evolves around the daughter of one of the families who gets involved with drugs, the parents eventual discovery of this, her hospitalization, and treatment, the reaction of the parents to the situation, and the eventual outcome. 6th grade and up.

ACCIDENT INVESTIGATION CASSETTES

Accident Investigation I involves the staging of accidents with injuries to set the stage for investigation. The film explores the characteristics of a good A.I. officer, priorities when arriving on the accident scene, classification of accidents, charting of current accident, equipment, vocabulary, and determination of traffic conditions and speed travelled.

Accident Investigation II reviews arrival procedures, covers attendance to injured, "reasons why" of accidents, contributing factors, determining fault, preserving physical evidence, first contact with witnesses, and a detailed study of each phase of the accident, starting with "Point of Possible Perception" and concluding with "Final Resting Place".

Accident Investigation III covers interviewing of accident participants and witnesses, methods of street marking (including position marking point of impact analysis, measuring skidmarks, use of the accident reconstruction analysis, vehicle evidence, clearing wreckage, etc.)

BEHAVIORAL & COMMUNICATIONS TRAINING

Someone Else's Crisis portrays five victimization situations, each of which is divided into two parts. You first see the victimization and learn exactly what happened to the victim. What has happened and the victim's psychological condition are discussed along with different strategies for helping the victims and deciding what to do if YOU were called to the scene.

Family Crisis Intervention explores one of the most sensitive areas in police work today. The West Coast Police Department is focussed on and their highly innovative techniques used to cope with this major problem, their on-call handling of these emotion-charged situations and post-call analyses. In addition, a nationally psychologist discusses how officers handled the portrayed situations, noting problems and giving insights into possibly more effective solutions.

### BOMBS FAMILIARIZATION CASSETTES

Bombs I presents a number of dramatizations evolving around bombs. Demonstrations of various explosives, explosive initiation, and the effects of various types of explosive devices are explored in detail in this first film.

Bombs II attempts to bring more specific information to the viewer regarding the type of bomb planted. The viewer is involved in the investigation and asked to help evaluate and discover for himself the complexity and danger inherent in the bomb handling situation. Specific areas include: types of bombs, placement of bombs, automobile bomb search, observation for possible suspects, the uniformed officer's responsibility in bomb situations, and what NOT to do when faced with a suspected bomb.

Bombs III gives the viewer a theoretical knowledge of various disposal options, so that he can judge for himself the danger of acting foolishly in a bomb situation. At the conclusion, the bomb specialist challenges the viewer to make critical disposal decisions, based on the material previously presented throughout the series. After each situation, the film is stopped to check the responses of the viewers.

### CRIME PREVENTION CASSETTES

Basic Security Surveys deals with actual performance of crime prevention surveys. It gives the officer an understanding that he will meet with resistance and shows him some forms that resistance may take. This film attempts to show that the Crime Prevention Officer's tools are knowledge, skill, and an ability to persuade, instead of the authority of law to back him up. He is representative of the modern police officer who is equally at ease in uniform or in his Crime Prevention blazer.

Before It's Too Late was created to help law enforcement personnel and citizens gain a full understanding of the goals and general rules of crime prevention, so that they might better work together to develop effective preventive strategies.

Introduction to Crime Prevention is intended for use not only as a basic primer on the objectives, theories and hardware of Crime Prevention, but as a motivational film. It is designed to help overcome the natural resistance to the new concept. This film is designed for use with all officers at all levels of the department for entry level and in-service training.

### DRIVING SKILLS CASSETTES

I Defensive Driving Attitudes portrays Arnie Happls, an easy-going policeman who knows his job but never seems to employ the self-discipline to do it efficiently. One day he and his wife are killed in an automobile accident. From here on, the camera follows the accident investigation officer as he covers areas such as responsible driving attitudes, anticipating emergencies, tunnel vision, etc. Excellent photography emphasizes each point in the program.

II On-Call Driving stresses development of professional attitudes in the patrol function. The role of the vehicle as the officer's communications center and business office is treated, with emphasis on careful inspection before starting the shift. Techniques of patrol driving do's and don't's are presented, including anticipation driving, knowledge of the area and its hazards, avoidance of U-turns, inside passing, etc. Patrol driving is examined with respect to community relations.

III Code 3 Driving outlines the various factors relevant to speed during emergencies, where the trainee might expect to encounter difficulties, the need for high speed experience, his responsibility as a driver, and his obligation to understand the physical laws governing the control of his vehicle.

IV Pursuit Driving demonstrates the mechanical, physical, and mental demands of pursuit driving. Criminal Fleeing, hazardous traffic violator, along with mental attitude, previous training, and responsibility are discussed. Special requirements for overtaking, passing, cornering, and use of safety equipment are also covered.

JUVENILE PROCEDURES CASSETTES

Handling the Juvenile Offender is an introductory, overview film, about the law enforcement officer's problems in dealing with the ever-increasing juvenile problem. The film traces the gradual disintegration of Billy Davis, a white middle class kid, from his first minor rip-off of a mirror in a junkyard to the attempted murder of an officer in a drug raid several years later. A wide range of juvenile situations, both minor and major, are presented. 24 minutes

NATIONAL DISTRICT ATTORNEY'S ASSOCIATION  
PROSECUTOR TRAINING CASSETTES

Breath Test D.U.I. ID.W.I.) covers the necessary foundation testimony for introduction of Breathalyzer test results as evidence. While the film uses the Breathalyzer as its model, the principles of foundation testimony would be the same for most breath testing devices. Only the specific procedure testified to would be different. 20 minutes

Corpus Delecti - Homicide illustrates proof of corpus delicti, the body of the crime, and its effect upon the order of proof. It shows that contrary to a widespread misconception, proof of the corpus delicti is a requirement of all criminal cases, not just homicide cases. It is the body of the crime, or, in a derivative sense, the substance of foundation of a crime, or the substantial fact that a crime has been committed. 20 minutes

Drug Identification & Chain of Custody covers two topics which are integral to proof of the unlawful sale or delivery by the defendant of a prohibited drug: 1. the chain of custody of the substance allegedly sold or delivered, and 2. the expert opinion of the chemist who tested the substance, that it is, in fact, the unlawful substance which the defendant is charged with selling or delivering. 20 minutes

Fingerprint Identification Testimony illustrates the proper method of introducing fingerprint identification testimony. While only the testimony of the identification expert is given, the film points out the relationship between this expert and other experts involved in the process. 20 minutes

Hearing on Competency to Stand Trial presents one way in which the issue of competency to stand trial may be raised. It also illustrates the question to be answered and one kind of testimony which may be used. 20 minutes

Line-Up Identification Testimony - Armed Robbery covers the use of pre-trial identification procedures in the trial of a criminal case. Two line-up identifications are held. The issues of right to counsel, and suggestive identification procedures are explored, both from the standpoint of their effect on admissibility of testimony about the pre-trial identification and their effect on admissibility of in-court identification testimony. 20 min.

Preliminary Examination - Armed Robbery covers a preliminary examination or hearing to determine if there is probable cause to believe the defendant committed the crime charged. The particular crime used in the film is armed robbery. The procedure illustrated, however, except for the elements which must be proven, would apply to any preliminary examination. 20 min.

Question of Consent - Rape explores the problem of meeting the defense of consent in a rape case. First the prosecution develops the element of force. In cross-examination, the defense lays the foundation for consent. And in redirect, the prosecution works to rehabilitate the prosecuting witness to reinstate the element of force and negate consent. 20 min.

PATROL PROCEDURES CASSETTES

I Violent Crimes "The investigative principles here are basic...the transfer of materials underlies the whole thing. An armed robber comes on the scene and he leaves something and he takes something away...I don't care how minute...he leaves footprints, fingerprints, bullets, weapons, tools, toolmarks, blood, fluid, semen, fiber, something...and he takes something away with him." So says the investigation officer at the scene of the crime. A Stirring re-enactment of a robbery in a home where the awakened occupants are shot and killed and a neighbor is seriously wounded. 20 minutes.

PATROL PROCEDURES CASSETTES cont.

II Routine Patrol covers the major points of pre-patrol preparation and observation. The officer is made aware of the necessity for proper mental attitude; physical condition; and his image as a peacekeeper, servant of the people, and arresting officer. Subjects include roll call bulletins, laws (local & federal), geography of patrol areas, emotional, and psychological factors. This film develops the idea that a patrolman is the eyes of the department and interpreter of the laws of society. 25 min.

III Crimes in Progress studies patrol procedures in tactical detail and covers the following: driving techniques, communications procedures, first unit response; single-man response; two-man patrol backup units; observation techniques; appropriate legal definitions; lookouts; and building search techniques. Three dramatic sequences are presented, they are; burglary/safecracking, an armed robbery, and a prowler/peeping Tom. 24 minutes

IV Special Situations examines the law enforcement officer's responsibility for the protection of life, discusses the need for sympathetic humane treatment, and explores the necessity for understanding a complex and often violent society. 26 min.

V Field Problems goes one step further in the handling of citizen trouble calls, combining first contact with follow-up response. By viewing a given situation from several different angles, the officer is given the opportunity to evaluate the interpretation between assumption and facts and the techniques used in compiling facts from a variety of sources to get at the truth. The analysis of hysteria and the holding of witnesses at the scene are covered, as are getting testimony from witnesses, questioning victims and the use of discretionary authority. Situation include: prostitution, drunk and disorderly, rape investigation, purse snatching possible sex offender, and handling of juveniles. 25 min.

Auto Theft attempts to project the enthusiasm that police officers who specialize in auto theft often have. It is an intriguing and challenging fact of police work. The objectives are to introduce the problems and procedures of auto theft as they apply to the officer and to motivate officers in this branch of work. 25 minutes

Domestic Disturbance Calls points out that 20% of all police fatalities are due to mishandling of routine emotional disturbance calls. This film takes the officer through the important steps of the who, what, when, where, and how of any complaint. Through re-enactments of the most typical complaints officers are made aware of what to look for and how to remain constantly alert as not to put himself in jeopardy. 22 minutes

Field Interviewing concerns efforts to gain information from persons not in custody. The phrase field interrogation lingers in the police vocabulary as largely self-defeating, since it promotes and abets a concept the officer can no longer back up with the force of law. What about those situations in which the officer seeks merely citizen help and information? Does the word interrogation convey to the young officer the true nature of this objective? This film uses the term "field interview" and recognizes that the phrase itself may not be as satisfactory to officers as the tougher-sounding "field interrogation." 24 minutes

Report Writing is concerned with setting words down on paper accurately, exactly, indicating precisely what happened in the sharpest and clearest way you are capable of doing. Officer Barrett, in the film, is annoyed at all the "pencil pushing." He does not consider the purpose behind the report, only the process of writing it. 27 minutes

Techniques of Arrest attempts to touch upon the wide variety of subjects which fall under the category of "arrest techniques." Realistic scenes of the legal concept of search and seizure, the issuance of warrants, and other legal requirements governing the subject of arrest are covered. Emphasis is on the fact that every arrest situation is different, demanding its own skills and its own method of approach, planning and execution. The film also points out the dangers inherent in the arrest situation. It is designed to involve the trainee on a dramatic level, to offer true insight into his reactions and possible future performance. 25 minutes

### SELF DEFENSE & USE OF WEAPONS CASSETTES

I Hand to Hand Tactics is designed to aid in teaching the officer the use of defensive tactics without the use of weapons. Re-enacted defensive situations are shown and then applied to gymnasium instruction. Methods are not only demonstrated, but explained in detail. An excellent program which can be used with or without an instructor. 20 minutes

II Use of the Short Baton presents the baton as an acceptable, publicly approved, second-level weapon. The film stresses the need for such equipment in the police arsenal. Although training scenes are included, it does not attempt to teach actual technique, but rather, it is intended as an introduction to the ideas for and behind the baton. 20 minutes

III Survival Tactics is geared to aid the officer in self defense whenever he encounters situations of extreme and unexpected danger. Focus is on an exploration of fighting techniques necessary for the survival of a sudden desperate physical attack. Attackers wielding knives, home-made flamethrowers, bottled acid, and other sinister weapons are featured. It is not the purpose of this program to teach actual street fighting; but rather to explore the thinking of the adversaries the officer is likely to encounter in situations of this type and to point out the kind of violence they might practice against him. A firm understanding is presented, with application to the intelligent and practiced use of "personal" weapons such as hands, feet, and elbows. 22 minutes

Officer Down - Code 3 is a dramatization of a book written by an expert on police killings, Pierce R. Brooks, who believes that most killings are "avoidable." After decades of experience and years of investigating police murders for the L.A. Police Dept., Chief Brooks, with his colleagues, noted an alarming similarity: Police are being killed unnecessarily, and for the identical reasons, in all 50 states and in practically every country in the world. The "why," once identified, is the same for officers of all nations..they usually die because they commit one or more of ten basic, deadly, & AVOIDABLE errors. 26 minutes

Shoot/Don't Shoot I is a vivid lesson to the viewer in the basic rules which apply to all "shoot/don't shoot" situations. It is designed to physically involve the viewer in every decision by instructing him to actually pick up a blank pistol and shoot/don't shoot at the screen! Danger to innocent bystanders is explored. Over a dozen on-the-street segments take the viewer through the potential shooting dangers he might encounter during a routine patrol. 23 minutes.

Shoot/Don't Shoot II deals with the officer's decision to fire or not fire his weapon and realistically explores the subject of death and the gray areas involved in any shooting situation. The purpose here is to impress upon the viewer the absolute finality and the extreme consequences of being wrong. The essential rules of the use of ultimate force are carefully reviewed. Extreme care is taken in the definition of local laws and requirements concerning the fleeing felon. As in the first film of the series, the viewer is given the opportunity to react to each situation and then to evaluate and analyze his reaction. Confrontations are not confined to firearms, but include other weapons or objects that can become lethal weapons in the hands of an offender. 25 minutes (NOTE: This is also available in a film but was left off of film list)

### SUPERVISION AND MANAGEMENT CASSETTES

Tough-Minded Interpersonal Communication for Law Enforcement is about one of the officer's toughest jobs...communicating. This film dramatically shows how to apply the principles of communication of the job. Specific techniques are shown ... Hot philosophies. Some of the methods your people will see in action and the kind of expertise they will acquire are: creating better communication and rapport with your men, motivating your officers to greater work efficiency through better communication, getting better results from your men, and helping your officers uncover and use their strengths. 30 min.

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HELPFUL HINTS!

1. To preserve your library list, putting it in a binder might be a wise thing to do.
2. Keep your eyes open for new additions to our library which will appear in the L.E.A.B. Bulletin. Making a card file of these new additions would keep your list up to date.

